

## **1014 - ADMINISTRATIVE ASSISTANT I**

### **NATURE OF WORK**

Responsible work as an administrative supervisor, technical or staff assistant, and/or public contact employee involved in one or more of a variety of municipal services.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Perform a variety of administrative, technical and/or supervisory duties.

Supervise and participate in one or more of a number of municipal functions, including licensing, inspections, investigations, Personnel, purchasing, revenue collections, cost analysis, inventory control, and fees and permit evaluation.

Prepare and maintain a variety of administrative, personnel, or fiscal records and reports.

Initiate and answer a variety of correspondence.

Initiate and enforce legal instruments of the City.

Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of modern office equipment, practices, and procedures; considerable knowledge of the principles and practices of municipal administration.

Knowledge of City ordinances, laws, and regulations.

Some knowledge of bookkeeping methods.

Ability to develop office and field procedures.

Ability to prepare detailed financial and statistical tabulations and reports.

Ability to prepare and maintain detailed and comprehensive records.

Ability to establish and maintain effective working relationships with other employees and the general public.

Knowledge of the City's purchasing methods.

### **MINIMUM REQUIREMENTS**

Employed by the City for the past one (1) year (based on full-time employment **AND** three (3) years full-time verifiable varied administrative or clerical experience. Associate's degree in Public/Business Administration or a related field may substitute for one (1) year of experience. Some positions may require the ability to type 40 correct w.p.m. Some positions may require working knowledge of P.C. based/software applications.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending,

kneeling, crawling, reaching, and handling, sitting, pushing, and pulling.

**1014 - ADMINISTRATIVE ASSISTANT I**

**SUPERVISION RECEIVED**

General and specific work assignments are received; work is performed with little direct supervision and with latitude for use of independent judgement usually following established methods and procedures.

**SUPERVISION EXERCISED**

May direct and/or supervise a group of technical, administrative, secretarial, stenographic, or clerical employees.

Rev. 2/99